

DCI Bot -

5 March 1976

MEMORANDUM FOR: See Distribution

SUBJECT : Preparation of Memoranda for the Director's Signature


REFERENCE : Memorandum from ExSec dtd 16 Feb 76,  
Subject: Internal Memoranda Addressed  
to the DCI

1. Questions arising from the issuance of referenced memorandum suggest that further guidance would be helpful. As previously indicated, the FROM line should appear at the beginning of such memoranda. In addition, the forwarding official's name should precede the identification of his component (see Attachment A). The same procedure applies to memoranda addressed to other Agency components for signature of the Director (see Attachment B).

2. Memoranda addressed to other Government agencies for the Director's signature should also include the FROM line and be prepared in accordance with the type of letterhead used (see Attachments C, D, and E).

3. Please note that the examples shown in the attachments also provide for the forwarding officer's name at the conclusion of the memorandum. This is to eliminate any doubt on the part of readers that they have a complete copy of a document. It is suggested that, instead of initialing at the FROM line, the forwarding official sign his name at the end of the memorandum.

4. There is no change in the format for preparation of letters, and the above instructions apply only to memoranda addressed to the Director or those for his signature. STATINTL

  
Deputy Executive Secretary

Attachments  
As Stated

Distribution:

DDCI  
DDS&T  
DDI  
DDA  
DDO  
D/DCI/IC  
D/DCI/NIO  
GC  
LC  
IG  
Comptroller  
Asst/DCI  
AO/DCI  
D/EEO  
SA/DCI  
C/RS  
SC/DCI

Approved For Release 2003/04/02 : CIA-RDP79M00467A000200130030-3

(Date)

MEMORANDUM FOR: Director of Central Intelligence

FROM : (Forwarding Official's Name)  
(Forwarding Official's Title)

VIA : (If appropriate)

SUBJECT : (As appropriate)

REFERENCE : (If appropriate)

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(Forwarding Official's Name)

Approved For Release 2003/04/02 : CIA-RDP79M00467A000200130030-3

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations

FROM : George Bush  
Director

SUBJECT : (As appropriate)

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George Bush

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CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

MEMORANDUM FOR: The Honorable Henry A. Kissinger  
The Secretary of State

FROM : George Bush  
Director

SUBJECT : (As appropriate)

REFERENCE : (If appropriate)

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George Bush



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THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D.C. 20505

MEMORANDUM FOR: The Honorable Donald H. Rumsfeld  
The Secretary of Defense

FROM : George Bush

SUBJECT : (As appropriate)

REFERENCE : (If appropriate)

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George Bush

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COMMITTEE ON FOREIGN INTELLIGENCE

Washington, D.C. 20505

MEMORANDUM FOR: The Honorable Brent Scowcroft  
Assistant to the President for  
National Security Affairs

FROM : George Bush  
Chairman

SUBJECT : (As appropriate)

REFERENCE : (If appropriate)

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George Bush

UNCLASSIFIED	CONFIDENTIAL	SECRET
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## EXECUTIVE SECRETARIAT

### Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
	1 DCI				
	2 DDCI	X			
	3 S/MC				
	4 DDS&T	X			
	5 DDI	X			
	6 DDA	X			
	7 DDO	X			
	8 D/DCI/IC	X			
	9 D/DCI/NIO	X			
	10 GC	X			
	11 LC	X			
	12 IG	X			
	13 Compt	X			
	14 D/Pers				
	15 D/S				
	16 DTR				
	17 Asst/DCI	X			
	18 AO/DCI	X			
	19 D/EE0	X			
	20 SA/DCI	X			
	21 C/RS	X			
	22 SC/DCI	X			
		SUSPENSE _____ Date			

Remarks:

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03/05/76